

## Washington Preservation Initiative Library Preservation Needs Assessment Grants

### How Your Library Can Take Advantage of the Opportunity!

#### A. Application Process and Instructions

Review the services to be provided in Section C, Awards, below and determine the applicability to your library's situation. This grant cycle will provide limited consulting services that will result in a preservation needs overview assessment of the library. The purpose of the assessment is to broadly identify potential threats to the longevity of the collection, to identify the extent of preservation problems and areas of acute need, and to develop recommendations that the library may follow in instituting a basic program of preservation. All LSTA eligible libraries in Washington state may apply (see <http://www.secstate.wa.gov/library/libraries/grants/eligibility.aspx> for more information).

1. Review the three criteria on page 3 and determine that you qualify to apply. Because of the limited amount of funding available, **only one application per library organization (system)** will be accepted. If multiple applications are received, the application first received will be selected for review.
2. Respond to the criteria checking either yes or no for each item, and complete the application form; reply to **all** questions.

If you have questions about the guidelines, criteria or application, contact the Washington State Library staff listed below to discuss your questions.

#### B. Project Timeline

- August 2, 2004 — Tentative date for grant cycle opening
- August 31, 2004 — Application deadline, receipt or postmark
- September 24, 2004 — Anticipated date for grants awards, all applicants notified
- November 1, 2004 — Contracts fully executed
- November 1, 2004–July 29, 2005 — Time period for completion of the library preservation needs assessments; specific dates to be arranged

#### C. Awards

It is anticipated that five grants will be awarded as part of the Washington Preservation Initiative, Library Preservation Needs Assessment grant cycle. Each award will consist of:

- Limited consulting services that will result in a preservation needs overview assessment of a library at a single location. The consultant that will conduct the assessment will be procured, selected, and paid by the Washington State Library. The selected consultant will travel to the library to conduct the assessment. It is anticipated that the consultant will spend no more than one day reviewing the facility and the collection, and will interview staff at the library location.

The assessment will cover the current preservation environment, a building survey, and an assessment of collection preservation needs. A written report will be prepared for each library to provide recommendations on the development of a comprehensive preservation plan for the library to address their preservation needs and set priorities for

preservation action. This assessment will provide an overview of the entire collection rather than an item-by-item examination. The assessment will not assess the historic significance of the collection.

Limited follow-up contact with the consultant will be provided to answer questions that may arise as the library reviews the preservation needs assessment report. A telephone conference call near the end of the grant period will provide an opportunity for all participating libraries to collectively talk about progress in implementing recommendations and to discuss solutions to common problems.

#### **D. Submission / Contact Information**

For the purpose of this grant cycle, applications must be received or postmarked by 5 p.m. Tuesday, August 31, 2004.

An application consists of:

- One, single-sided original, with signatures, clearly identified as the original;
- One paper copy; **and**
- One electronic copy (on 3.5 inch DOS formatted diskette, a CD, or sent as an email attachment to [ayarbrough@secstate.wa.gov](mailto:ayarbrough@secstate.wa.gov) ).

Submit applications to the address below:

##### **By Mail**

*Grants Program  
Washington State Library  
PO Box 42460  
Olympia, Washington 98504-2460*

##### **By Hand or Delivered**

*Grants Program  
Washington State Library  
6880 Capitol Blvd S  
Tumwater WA 98501-5513*

#### **E. Review**

A review committee selected by the Washington State Library (WSL) will review the applications and forward recommendations to the State Librarian and the Assistant Secretary of State for final consideration and approval. Award recommendations will be made based on responses to the questions in the application form. Responses will need to demonstrate the value of the assessment to the library; that the library has made a commitment to implementing recommendations from the assessment; and that the application scope is in scale to the services that can be provided in one day of assessment. Other factors such as distributing awards by geographic location and library type may be considered in the development of recommendations. WSL may contact the applicant for clarification of information.

After award of funding, a letter of notification will be sent to all applicants. Contracts will then be established with those receiving awards.

#### **F. Washington State Library Contacts**

For questions contact:

- Susan Barrett, Washington Preservation Initiative Project Manager, 360.570.5561, [sbarrett@secstate.wa.gov](mailto:sbarrett@secstate.wa.gov)
- Jeff Martin, Grants Program, 360.704.5248, [jmartin@secstate.wa.gov](mailto:jmartin@secstate.wa.gov)
- Anne Yarbrough, Grants Program, 360.704.5246, [ayarbrough@secstate.wa.gov](mailto:ayarbrough@secstate.wa.gov)

## Washington Preservation Initiative Library Preservation Needs Assessment Grants

### CRITERIA

***Your library will qualify to apply if you answer yes to all of the following criteria. This completed form must be returned with your application in order for the application to be accepted for review.***

<b><u>CRITERIA</u></b>	<b>Yes</b>	<b>No</b>
1. The library has not been able to afford and has not had the staff expertise to perform a library preservation needs assessment.	<input type="checkbox"/>	<input type="checkbox"/>
2. The library is committed to implementing a basic program of preservation and will work toward implementation of the recommendations that are contained within the general preservation assessment report when completed.	<input type="checkbox"/>	<input type="checkbox"/>
3. The library understands that some costs or staff time are associated with this commitment and have identified resources that may be used to support a basic program of preservation.	<input type="checkbox"/>	<input type="checkbox"/>

## Washington Preservation Initiative Library Preservation Needs Assessment Grants

### APPLICATION FORM

Library (System) Name: \_\_\_\_\_  
\_\_\_\_\_

The location of the library that is proposed for the library preservation needs assessment is:

Library Name (if different than above): \_\_\_\_\_

Delivery/Street Address (do not list a PO Box): \_\_\_\_\_

City, Zip: \_\_\_\_\_

This library functions as an:    ☐ academic library                      ☐ public library                      ☐ school library  
   ☐ special library                      ☐ tribal library

Please respond to the following:

1. A library preservation needs assessment is a good option for this library for the following reasons:  
(Limit response to no more than one page.)
2. Describe the library facility. (Limit response to no more than one-half page.)
3. Provide a general overview of the library's collection including the size of the collection. Describe your perceptions of the value of the collection and if known, describe the uniqueness or significance of representative items that may be included within the collection. (Limit response to no more than one page.)
4. Briefly describe any previous preservation assessments that have been conducted at this location. Were recommendations or guidelines developed? Are you currently following those recommendations or guidelines? If yes, do they meet your needs? If no, why not? (Limit response to no more than one page.)
5. Describe your commitment to implementing the recommendations that will be contained within the completed library preservation needs assessment report. (Limit response to no more than one-half page.)
6. What source of funding and/or staffing have you identified to continue with a basic program of preservation? (Limit response to no more than one-half page.)
7. A program of preservation fits the library's plan for service to its community for the following reasons:  
(Limit response to no more than one page.)

The following person will be the key contact / project manager for this project:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(if different from the library address proposed for assessment)

This grant cycle is not subject to CIPA compliance requirements. Submission of a CIPA certification form is not required.

## Washington Preservation Initiative Library Preservation Needs Assessment Grants

### AFFIRMATION

**Library Director:** I affirm that the information provided in this application is true. I affirm that the library meets the three criteria defined for this grant cycle. The Library agrees to participate in information gathering as a part of a Washington State Library administered evaluation of this grant cycle. The assurances made in this application are based on the best information available at this time.

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Library Director Signature

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Date

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Name

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Title

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Mailing Address

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Phone

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Fax

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E-mail

**Fiscal Agent:** As the designated Fiscal Agent I am authorized by our governing body to obligate \_\_\_\_\_ (library system name) to financial liabilities and I am accountable for the integrity of the official accounting system and the financial statements that system provides. I declare that the necessary fiscal policies and procedures are followed to assure conformance with generally accepted accounting and auditing standards and compliance with pertinent federal regulations (listed at 45 CFR 1183) and specifically with OMB Circular A-87, Cost Principles for State and Local Governments, or other appropriate OMB Cost Principle Circular.

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Fiscal Agent Signature

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Date

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Name

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Mailing Address

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Phone

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Fax

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E-mail

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Federal Employer/Taxpayer ID # (IRS issued)